

LearnFuse

Powering Education in the Cloud.

SmarterGrade User Guide



Table of Contents

About SmarterGrade	4
About this Guide.....	4
Who Should Use this Guide.....	4
Accessing your Website.....	Error! Bookmark not defined.
SmarterGrade Setup Wizard.....	5
Adding Classes	5
Adding Students.....	6
Adding Assessments.....	7
Completing Wizard.....	8
Gradebook User Interface.....	9
Entering Grades	11
Grade Class	12
Grade Assessment	13
Administration.....	14
Change Roster	14
Basic Student Information.....	14
Adding a Guardian.....	15
Adding a Student.....	15
Importing Students	16
Removing Students.....	17
Assessments.....	17
Adding Assessments.....	18
Editing Assessments.....	18
Removing an Assessment	19

Assessment Types.....	19
Adding Assessment Types.....	20
Editing Assessment Types.....	20
Removing Assessment Types.....	21
Grade Scales.....	22
Adding a Grade Scale.....	22
Editing Grade Scale.....	23
Removing Grade Scale.....	23
Remarks.....	24
Adding Remarks.....	24
Editing Remarks.....	25
Removing Remarks.....	25
Calculation and Weights	26
Settings.....	27

About SmarterGrade

LearnFuse's SmarterGrade provides teachers and administrators with the ability to record, report, and monitor student performance. With SmarterGrade teachers can use their grade book to make decisions and ensure students stay on top of assignments.

About this Guide

This user guide offers teachers an introduction into the LearnFuse SmarterGrade Product.

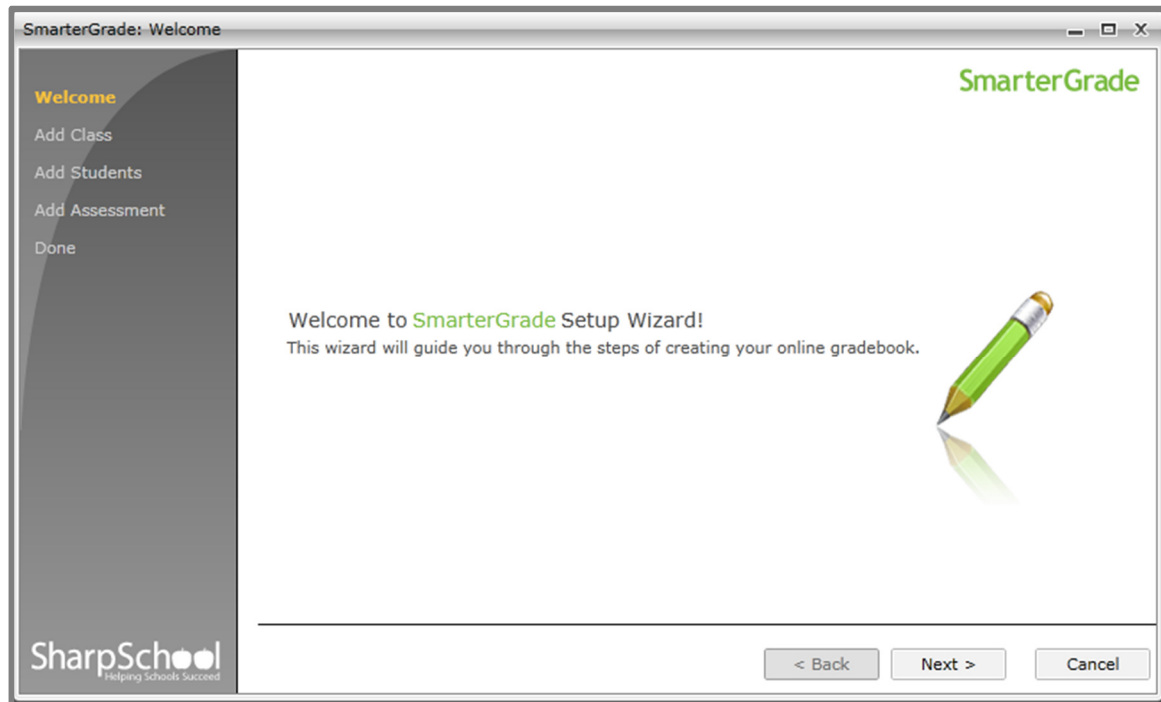
Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds.

This guide will be used by teachers and other staff at educational institutions.

SmarterGrade Setup Wizard

After you have logged into **SmarterGrade** you will see the **SmarterGrade Setup Wizard**. If you have already added your Class(es), Student(s) and Assessment(s) you can simply click **Cancel** to continue onto the GradeBook, otherwise click **Next** to continue.



Adding Classes

Adding a class in the **SmarterGrade** wizard is simple. To add a class to fill in the following fields:

School: From the dropdown menu select the name of your school.

School Year: From the dropdown menu select the school year for the class.

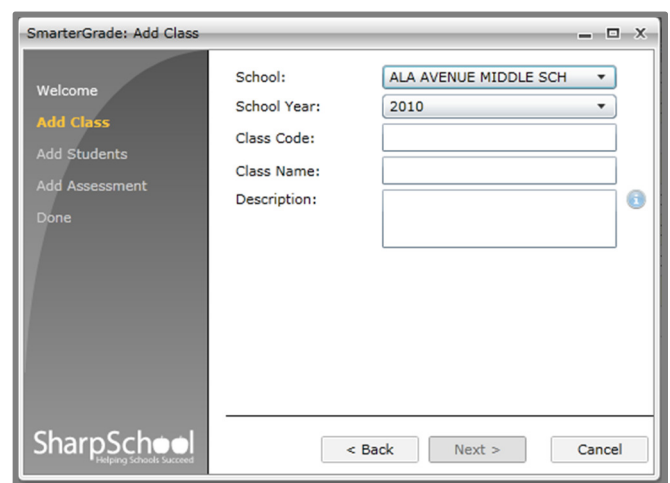
Class Code: Enter in the class code.

Class Name: Type in the subject or name of the class.

Description: Fill in a description of your class.

Once you have completed adding a class click

Next.



Adding Students

There are three different ways you can add a student to SmarterGrade. You can add enter their information manually, import from an existing class, or import from a .CSV file.

To manually add students, please fill in the fields pictured on the right and then click the **Add** button located to the right of **Date of Birth**. The student will be added to the table at the bottom of the page. Once all students have been added to the classroom, click **Next**.

You can also add students by importing them from a CSV file or an existing class:

CSV File

1. Click on **Import from a file**
2. Click the **Browse** button to choose the file you wish to import.
3. From the **Separator** dropdown menu select **Comma**, **Semicolon**, or **Tab**
Tip: The choice you make will depend on how your file indicates a new field.
4. Click **Next**.

5. Drag the values from the source file on the left, and drop them on the appropriate destination field on the right.

NOTE: If your name column is just name, drag it to First Name<Space>last name or Last Name<Space>First Name

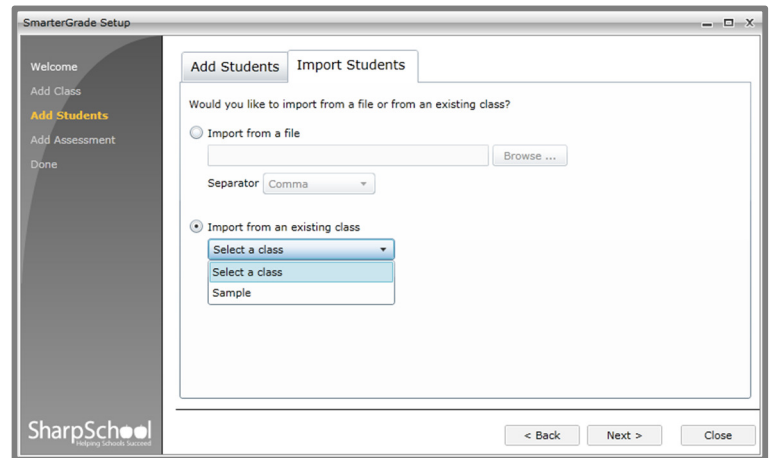
6. Select the format for the Date of Birth from the drop down menu.
7. If necessary uncheck **File includes header information**.
8. Click **Next**.

9. You will now see a list of students and if you want to remove select the student and click the remove button.

10. Click **Next**.

Existing Class

1. Click on **Import from an existing class**
2. From the drop down menu select a class
3. Click **Next**.
4. You will now see a list of students and if you want to remove select the student and click the remove button.
5. Click **Next**.

The image shows the 'SmarterGrade Setup' window with the 'Import Students' tab selected. It asks 'Would you like to import from a file or from an existing class?'. The 'Import from an existing class' option is selected. Below it, there is a dropdown menu labeled 'Select a class' which is open, showing 'Sample' as an option. There are also buttons for '< Back', 'Next >', and 'Close' at the bottom right.

Adding Assessments

The wizard also allows you to add an assessment. To add an assessment, please fill out the following fields:

Name: Fill in the name of the assessment.

Due Date: Select the due date from the calendar or type in the date in the format of day-month-year. (i.e. 1/1/2011)

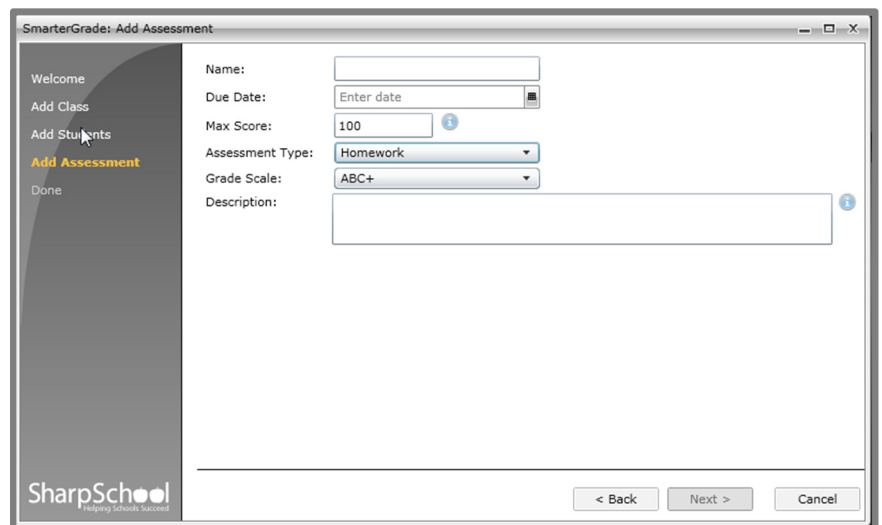
Max Score: Enter the highest score possible on the test.

Assessment Type: From the dropdown menu select the type of assessment.

Grade Scale: From the dropdown menu select the grade scale of the assessment.

Description: Fill in a description of the assessment.

Once you have completed filling out the fields click on **Next**.

The image shows the 'SmarterGrade: Add Assessment' window. It has a sidebar with 'Add Assessment' highlighted. The main area contains fields for 'Name:', 'Due Date:', 'Max Score:', 'Assessment Type:', 'Grade Scale:', and 'Description:'. 'Assessment Type' is set to 'Homework' and 'Grade Scale' is set to 'ABC+'. There are buttons for '< Back', 'Next >', and 'Cancel' at the bottom right.

TIP: You can add additional **Assessment Types** and **Grade Scales** which will be explained later on in this user guide.

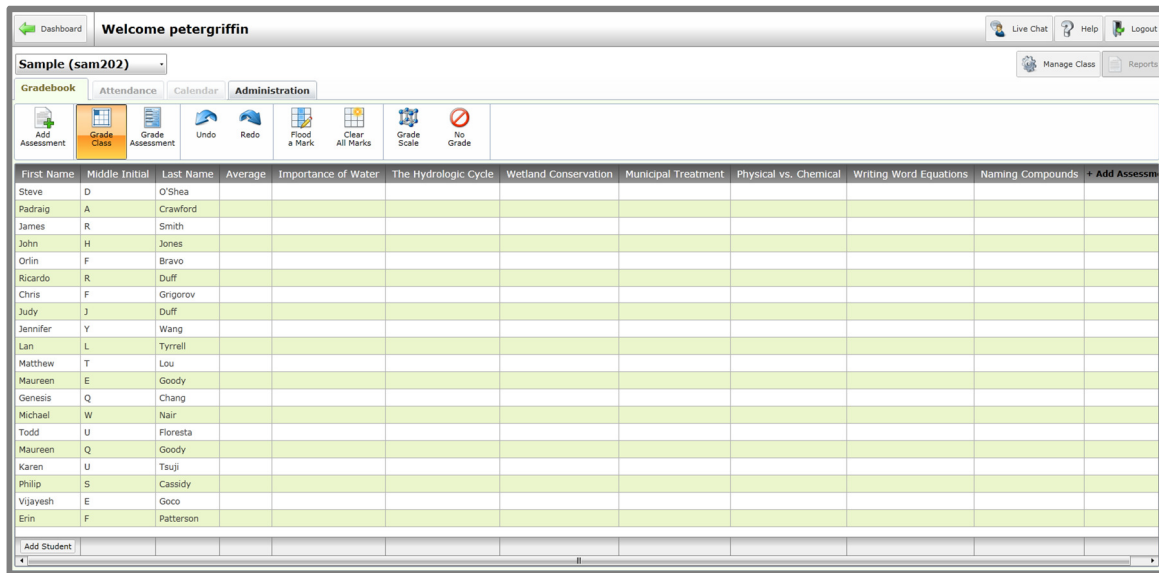
Completing Wizard


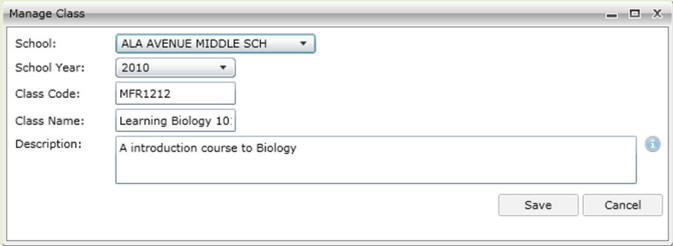




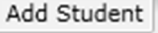
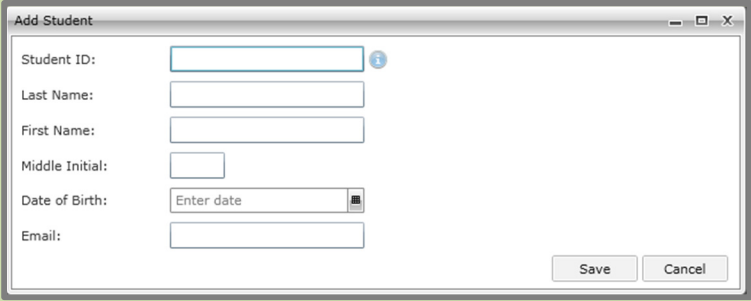



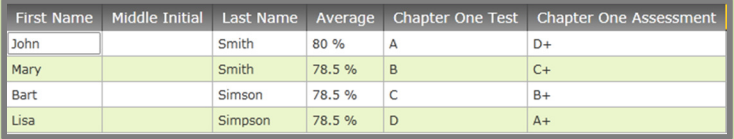

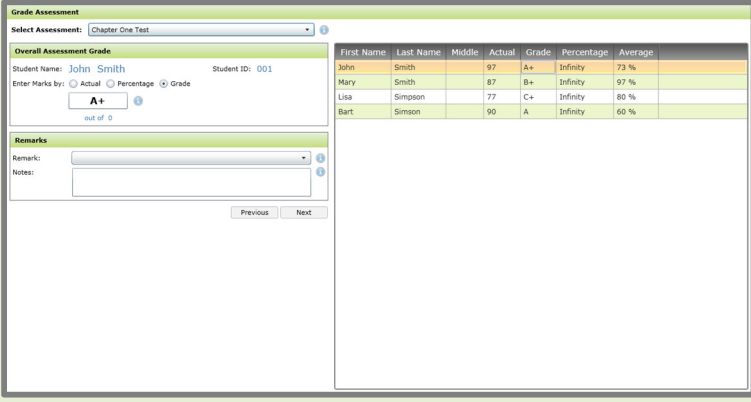

You have now completed the SmarterGrade Wizard. Click on **Finish**.



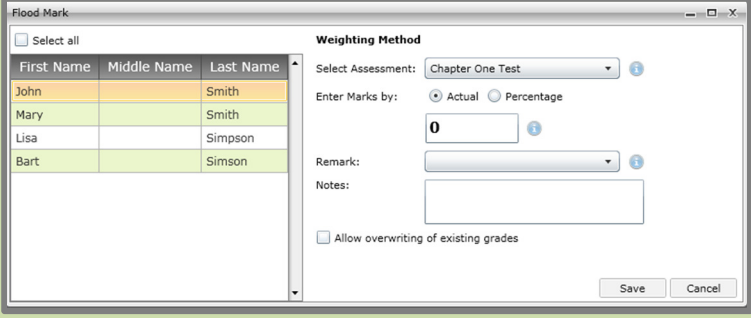



Gradebook User Interface

The Gradebook user interface will be shown once you cancel or finish the SmarterGrade Setup Wizard. From here you will be able to select your classes, add additional students and assessments, enter grades for assessments and manage your classes.



Item	Description
Learning Biology 101	The class select button allows you to switch between classes. This button is located in the top left corner of your screen.
 Manage Class	The Manage class button allows you to change the class information. Make any changes that are required and then click the Save button. 
 Reports	Via the Reports button you can access student progress reports, assessment reports and class summary reports.
 Help	The Help button brings up help documentation.

	<p>The Add Student button will allow you to add another student to your class. To add a student fill in the fields below and click Save.</p> 
 	<p>The Add Assessment button allows you to add a new assessment to your class.</p>
	<p>The Grade Class button allows you to see all of the assignments and all of the students that are in your class. Here you can enter in student marks on assignments and produce average grades.</p> 
	<p>The Grade Assessment button allows you to enter in marks on a per assignment basis with the option to add remarks and notes.</p> 
	<p>The Undo will allow you to undo the last action that you have done in the Grade Class screen.</p>

 Redo	<p>If you have used the Undo button and realized that you did not mean to do that action then you can use the Redo button to reverse the Undo action.</p>
 Flood a Mark	<p>The Flood a Mark button lets you give all students the same mark on an item.</p> 
 Clear All Marks	<p>The Clear All Marks button clears many the marks that you select in the grid.</p>
 Grade Scale	<p>Grade Scale allows you to give the student a mark on an assessment. The options available will be dependent on the grade scale you specified in the assessment properties.</p>
 No Grade	<p>The No Grade button will place NG in the grade for the student for the assessment that you have selected and will not count towards the average of the student or average for the assessment of the class.</p>

Welcome Bar

The SmarterGrade welcome bar will allow you to be able to obtain help documents, contact live support from within the application, return to the Dashboard and logout.












Entering Grades

There are two ways that teachers and administrators can enter grades into *SmarterGrade*. One way is using the **Grade Class** view; this mode allows you to enter marks for all assessments for all students. The other is **Grade Assessment** view; this view allows you enter in all the grades for a single assessment.

Grade Class

To enter in a mark for a particular student on a particular assessment, select the cell that corresponds to your desired student and assessment. Then enter your grade and press **Enter** to save. You can see the average of the student change when you add more assessments. At the bottom of the column of the assessment you can see the class average for that particular assessment.

NOTE: An empty cell is counted as NG (No Grade).

 Add Assessment	 Grade Class	 Grade Assessment	 Undo	 Redo	 Flood a Mark	 Clear All Marks	 Grade Scale	 No Grade
First Name	Middle Initial	Last Name	Average	Chapter One Test	Chapter One Assessment	+ Add Assessment		
John		Smith	85 %	A+	C-			
Lisa		Simpson	78.5 %	C+	B			
Bart		Simson	75 %	A	D			
Mary		Smith	92 %	B+	A+			
Add Student			90.12 %	81.75 %				

Grade Assessment

First select the assessment that you want to grade from the **Select Assessment** dropdown menu. Next choose your method of storing the mark: **Actual**, **Percentage**, or **Grade**.

Actual uses the number of points the student obtained out of the total number of points available (i.e. 47/55). **Percentage** uses the percentage the student obtained (i.e. 87.5%).

Grade uses the letter grade the student achieved (i.e. A-). You may enter the grade in one format, or in all three. Once you have entered in the assessment grade, you can select **Remark** from the dropdown menu and enter in any notes. Click **Next** to move to the next student. On the table on the right hand side you can see the list of the students and grades that you have entered.

Add Assessment
Grade Class
Grade Assessment
Undo
Redo
Flood a Mark
Clear All Marks
Grade Scale
No Grade

Grade Assessment
Select Assessment: Chapter One Test

Overall Assessment Grade
Student Name: Mary Smith Student ID: 004
Enter Marks by: ☒ Actual ☐ Percentage ☐ Grade

87

out of 100

Remarks
Remark:
Notes:

Previous Next

First Name	Last Name	Middle	Actual	Grade	Percentage	Average
John	Smith		87	B+	87.0 %	92 %
Lisa	Simpson		80	B	80.0 %	78.5 %
Bart	Simson		60	D	60.0 %	75 %
Mary	Smith		97	A+	97.0 %	92 %

Administration

The administration section of SmarterGrade will allow you to make changes to your class roster by adding and removing students, assessments, assessment types, grade scales, remarks, calculation & weights, as well as other settings.

The screenshot shows the SmarterGrade administration interface. On the left is a sidebar with a 'Gradebook' menu and a 'Change Roster' button. The main area is divided into three sections: 'Basic Student Information', 'Guardian Information', and a student roster table. The 'Basic Student Information' section contains fields for Student ID (001), Last Name (Smith), First Name (John), Middle Initial, Email (jsmith@study.edu.net), Date of Birth (1/1/1998), and Status (Enrolled). The 'Guardian Information' section contains fields for First Name, Last Name, Day Time Phone No., Evening Phone No., Email Address, and Relationship. The student roster table lists students with columns for First Name and Last Name.

Change Roster

a. Basic Student Information

You can change the student's information by selecting the student from the list and then making the changes that you need. When finished, click the **Save** button in the lower right.

The screenshot shows the 'Basic Student Information' form. It contains fields for Student ID, Last Name, First Name, Middle Initial, Email, Date of Birth, and Status. Below these fields is the 'Guardian Information' section with fields for First Name, Last Name, Day Time Phone No., Evening Phone No., Email Address, and Relationship. At the bottom right of the form, the 'Save' button is circled in red.

b. Adding a Guardian

To add a guardian for the student click **Add** under the **First Name** column. You will now be able to enter the **First Name**, **Last Name**, **Day Time Phone No**, **Evening Phone No**, **Email Address**, and the guardian's **Relationship** to the student.

Guardian Information					
First Name	Last Name	Day Time Phone No.	Evening Phone No.	Email Address	Relationship
John	Doe	5551112222		johndoe@email.com	Cousin
Add					Clear Clear All

c. Adding a Student

To add a student click **Add Student** and fill in the fields under **Basic Student Information**; enter data on any guardians under **Guardian Information**. Click **Save** when you are done.

Gradebook

- Change Roster
- Assessments
- Assessment Types
- Grade Scales
- Remarks
- Calculation & Weights
- Settings
- Calendar

Add Student
Import Student
Remove Student

First Name	Last Name
John	Smith
Lisa	Simpson
Bart	Simson
Mary	Smith

Basic Student Information

Student ID: 001
Last Name: Smith
First Name: John
Middle Initial:
Email: jsmith@study.edu.net
Date of Birth: 1/1/1998
Status: Enrolled

Guardian Information

First Name	Last Name	Day Time Phone No.	Evening Phone No.	Email Address	Relationship
Add					Clear

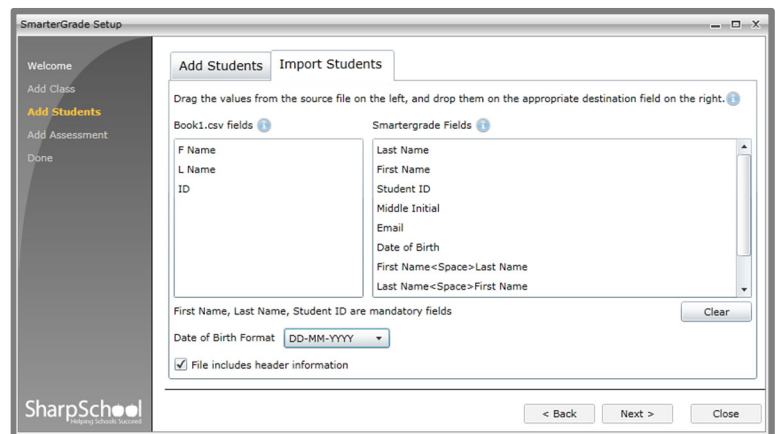
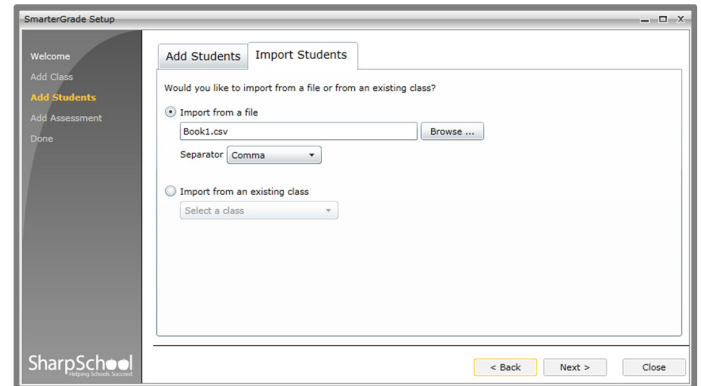
Save
Cancel

d. Importing Students

You can import students into your roster by clicking the **Import Student** button. You have two different options to import students. The first is from a previously created class and the second is from a .CSV file.

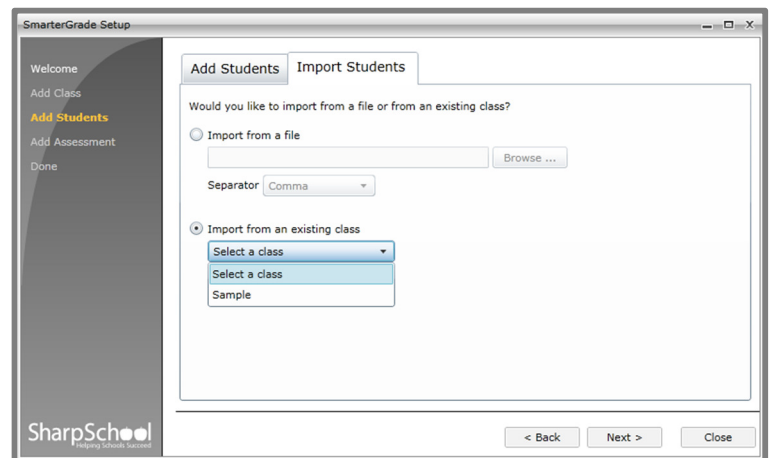
CSV File

1. Click on **Import from a file**
2. Click the **Browse** button to choose the file you wish to import.
3. From the **Separator** dropdown menu select **Comma, Semicolon, or Tab**
Tip: The choice you make will depend on how your file indicates a new field.
4. Click **Next**.
5. Drag the values from the source file on the left, and drop them on the appropriate destination field on the right.
6. Select the format for the Date of Birth from the drop down menu.
7. If necessary uncheck **File includes header information**.
8. Click **Next**.
9. You will now see a list of students and if you want to remove select the student and click the remove button.
10. Click **Next**.



Existing Class

1. Click on **Import from an existing class**
2. From the drop down menu select a class
3. Click **Next**.
4. You will now see a list of students and if you want to remove a student, select the student and click the remove button.
5. Click **Next**.



e. Removing Students

To remove a student from your class all you need to do is select the student from the list and click the **Remove Student** button. To save your changes, click **Save** at the bottom.

The screenshot shows the SmarterGrade interface. On the left is a sidebar with a 'Gradebook' menu and sub-items: 'Change Roster', 'Assessments', 'Assessment Types', 'Grade Scales', 'Remarks', 'Calculation & Weights', 'Settings', and 'Calendar'. The main area is divided into two panels. The left panel contains a table of students:

First Name	Last Name
John	Smith
Lisa	Simpson
Bart	Simson
Mary	Smith

At the top of this panel are three buttons: 'Add Student', 'Import Student', and 'Remove Student'. The 'Remove Student' button, which features a person icon with a red 'X', is circled in red. The right panel is titled 'Basic Student Information' and contains fields for 'Student ID' (001), 'Last Name' (Smith), 'First Name' (John), 'Middle Initial' (empty), 'Email' (jsmith@study.edu.net), 'Date of Birth' (1/1/1998), and 'Status' (Enrolled). Below this is a 'Guardian Information' section with a table for adding guardians. At the bottom right are 'Save' and 'Cancel' buttons.

Assessments

The assessments section will allow you to add and remove assessments and change the assessment information properties.

The screenshot shows the SmarterGrade interface with the 'Assessments' section selected in the sidebar. The main area is divided into two panels. The left panel contains a table of assessments:

Assessment	Max Score
Chapter One Test	100
Chapter One Assessment	100

At the top of this panel are two buttons: 'Add Assessment' and 'Remove Assessment'. The right panel is titled 'Assessment Information' and contains fields for 'Name' (Chapter One Test), 'Due Date' (1/28/2011), 'Max Score' (100), 'Assessment Type' (Homework), and 'Grade Scale' (ABC+). There is also a 'Description' field with the text 'Chapter One Test'. At the bottom right are 'Save' and 'Cancel' buttons.

a. Adding Assessments

When you click on **Add Assessment** you will be presented with a blank **Assessment Information** form. Fill out the following fields: **Name**, **Due Date**, **Max Score**, **Assessment Type**, **Grade Scale**, and **Description**. Once you have filled in the fields click **Save** at the bottom.

The screenshot shows the SmarterGrade interface. On the left, a sidebar contains a menu with options: Change Roster, Assessments, Assessment Types, Grade Scales, Remarks, Calculation & Weights, Settings, and Calendar. The 'Assessments' option is highlighted. In the center, there is a table with columns 'Assessment' and 'Max Score'. The table contains three rows: 'Chapter One Test' with a score of 100, 'Chapter One Assessment' with a score of 100, and 'Performance Evaluation' with a score of 1. Above the table, there are two buttons: 'Add Assessment' (circled in red) and 'Remove Assessment'. On the right, the 'Assessment Information' form is displayed. It has fields for Name (Performance Evaluation), Due Date (1/27/2011), Max Score (1), Assessment Type (Performance), Grade Scale (Pass/Fail), and a Description box (Performance Check). At the bottom right of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

b. Editing Assessments

If you want to make modifications to an assessment such as the name, due date etc., select the assessment from the list and make your changes under the **Assessment Information** section on the right of the page. When completed, click **Save**.

The screenshot shows the SmarterGrade interface. On the left, a sidebar contains a menu with options: Change Roster, Assessments, Assessment Types, Grade Scales, Remarks, Calculation & Weights, Settings, and Calendar. The 'Assessments' option is highlighted. In the center, there is a table with columns 'Assessment' and 'Max Score'. The table contains three rows: 'Chapter One Test' with a score of 100, 'Chapter One Assessment' with a score of 100, and 'Performance Evaluation' with a score of 1. Above the table, there are two buttons: 'Add Assessment' and 'Remove Assessment'. On the right, the 'Assessment Information' form is displayed. It has fields for Name (Chapter One Test), Due Date (1/28/2011), Max Score (100), Assessment Type (Homework), Grade Scale (ABC+), and a Description box (Chapter One Test). At the bottom right of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

c. Removing an Assessment

To remove an assessment, simply select the assessment and click **Remove Assessment**.

The screenshot shows the SmarterGrade interface. On the left is a sidebar with a 'Gradebook' menu and sub-items: 'Change Roster', 'Assessments' (highlighted), 'Assessment Types', 'Grade Scales', 'Remarks', 'Calculation & Weights', 'Settings', and 'Calendar'. The main area is divided into two panels. The left panel contains a table with the following data:

Assessment	Max Score
Chapter One Test	100
Chapter One Assessment	100

At the top of this panel are two buttons: 'Add Assessment' and 'Remove Assessment'. The 'Remove Assessment' button, which has a red 'X' icon, is circled in red. The right panel is titled 'Assessment Information' and contains the following fields:

- Name: Chapter One Test
- Due Date: 1/28/2011
- Max Score: 100
- Assessment Type: Homework
- Grade Scale: ABC+
- Description: Chapter One Test

At the bottom right of the interface are 'Save' and 'Cancel' buttons.

Assessment Types

The **Assessment Types** screen will allow you to add, modify and remove assessment types from the gradebook.

The screenshot shows the 'Assessment Types' screen in SmarterGrade. The sidebar on the left is the same as in the previous screenshot, but 'Assessment Types' is now highlighted. The main area is divided into two panels. The left panel contains a table with the following data:

Assessment Type	Weight	Default
Homework	20	<input checked="" type="checkbox"/>
Quiz	50	<input type="checkbox"/>
Performance	30	<input type="checkbox"/>
Exam	30	<input type="checkbox"/>
In-Class Work	20	<input type="checkbox"/>
Bonus	0	<input type="checkbox"/>
ricetest	2	<input type="checkbox"/>
Test	100	<input type="checkbox"/>
Test 1	33	<input type="checkbox"/>

At the top of this panel are two buttons: 'Add Assessment Type' and 'Remove Assessment Type'. The right panel is titled 'Basic Assessment Type Information' and contains the following fields:

- Assessment Type: Homework
- Weight: 20
- ☒ Default Assessment Type

At the bottom right of the interface are 'Save' and 'Cancel' buttons.

a. Adding Assessment Types

To add a new assessment type click **Add Assessment Type** and then fill in the information under **Basic Assessment Type Information** and click **Save**.

NOTE: If you want to make this assessment type default check of the **Default Assessment Type**.

Assessment Type	Weight	Default
Homework	20	<input checked="" type="checkbox"/>
Quiz	50	<input type="checkbox"/>
Performance	30	<input type="checkbox"/>
Exam	30	<input type="checkbox"/>
In-Class Work	20	<input type="checkbox"/>
Bonus	0	<input type="checkbox"/>
ricetest	2	<input type="checkbox"/>
Test	100	<input type="checkbox"/>
Test 1	33	<input type="checkbox"/>
Test	30	<input type="checkbox"/>

b. Editing Assessment Types

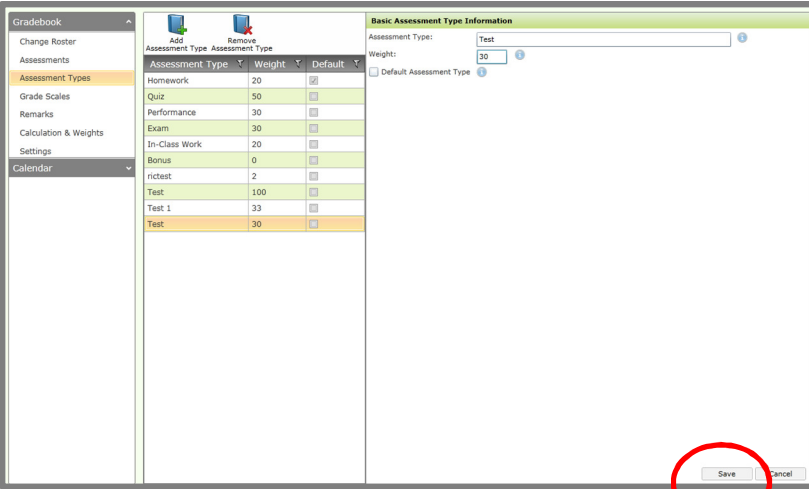
To edit the assessment that is already created, select the assessment type, make your changes under the **Basic Assessment Type Information** on the right side of the page, and then click **Save**.

Assessment Type	Weight	Default
Homework	20	<input checked="" type="checkbox"/>
Quiz	50	<input type="checkbox"/>
Performance	30	<input type="checkbox"/>
Exam	30	<input type="checkbox"/>
In-Class Work	20	<input type="checkbox"/>
Bonus	0	<input type="checkbox"/>
ricetest	2	<input type="checkbox"/>
Test	100	<input type="checkbox"/>
Test 1	33	<input type="checkbox"/>
Test	30	<input type="checkbox"/>

NOTE: If you want to make this assessment type default check the **Default Assessment Type**. This will be the **Assessment Type** used by default when creating a new **Assessment**.

c. Removing Assessment Types

To remove an assessment type, select the assessment type from the list and then click **Remove Assessment Type**. Click **Save** at the bottom to complete.



The screenshot shows the 'Basic Assessment Type Information' window. On the left is a sidebar with a menu: Gradebook, Change Roster, Assessments, Assessment Types (highlighted), Grade Scales, Remarks, Calculation & Weights, Settings, and Calendar. The main area has a table with the following data:

Assessment Type	Weight	Default
Homework	20	<input type="checkbox"/>
Quiz	50	<input type="checkbox"/>
Performance	30	<input type="checkbox"/>
Exam	30	<input type="checkbox"/>
In-Class Work	20	<input type="checkbox"/>
Bonus	0	<input type="checkbox"/>
ricrest	2	<input type="checkbox"/>
Test	100	<input type="checkbox"/>
Test 1	33	<input type="checkbox"/>
Test	30	<input type="checkbox"/>

On the right, the 'Basic Assessment Type Information' section shows 'Assessment Type: Test' and 'Weight: 30'. There is a checkbox for 'Default Assessment Type' which is unchecked. At the bottom right, the 'Save' and 'Cancel' buttons are visible, with the 'Save' button circled in red.

Grade Scales

Grade Scales in SmarterGrade can be customized for the class you are teaching. Grades can range from letters (for example: A, B, C, D, E or F), to a range (for example: L1–L4), to descriptors (for example: excellent, great, satisfactory, needs improvement).

Grade	Min (%)
A+	97.0
A	93.0
A-	90.0
B+	87.0
B	83.0
B-	80.0
C+	77.0
C-	73.0
D+	70.0
D	67.0
D-	63.0
F	0.0
c	0.0

a. Adding a Grade Scale

You can create a new **Grade Scale** for your class to use with assessments by clicking on the **Add Grade Scale** button and then filling out the **Basic Grade Scale Information** on the right hand side. When creating a new Grade Scale, check the box

Default Grade Scale to make it default. To add your grade to the **Grade Scale** click **Add**, enter in the **Grade Description** and press **Enter** to save, and then enter in the **Min (%)** mark necessary for the student to achieve the grade and press **Enter** to save. Once you have entered all of your grade descriptions and minimum percentages click the **Save** button at the bottom of the page.

b. Editing Grade Scale

You can make changes to any of your Grade Scales by selecting the **Grade Scale**. Make your changes and then click **Save** at the bottom of the page.

The screenshot shows the 'Basic Grade Scale Information' form. On the left, a sidebar contains a 'Grade Scales' section with a dropdown menu. The dropdown is open, showing five options: 'ABC+', 'Pass/Fail', '4-Level Standard', 'GPA', and 'Test 3'. The 'GPA' option is highlighted with a red circle. In the main area, the 'Name' field is set to 'GPA'. Below it, a table lists the grade scale values and their corresponding minimum percentages. The 'Save' button at the bottom right is also circled in red.

Grade	Min (%)
1.0	60.0
2.0	70.0
3.0	80.0
4.0	90.0
5.0	100.0

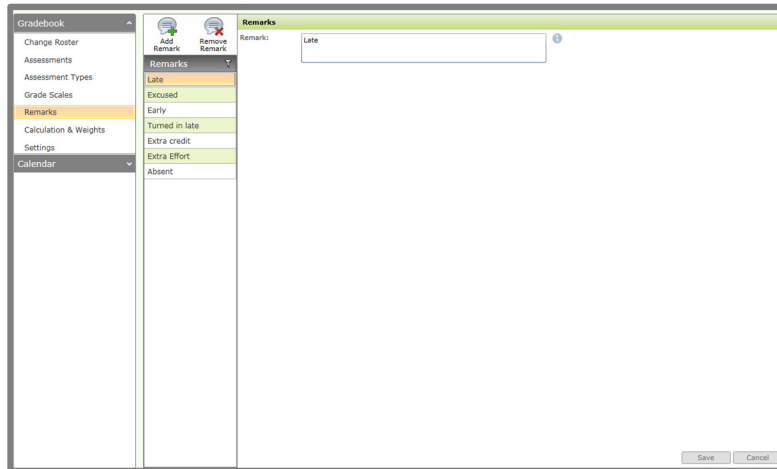
c. Removing Grade Scale

To remove a **Grade Scale** simply select the **Grade Scale** you want to remove and click **Remove Grade Scale** and then click **Save** at the bottom.

The screenshot shows the 'Basic Grade Scale Information' form. In the sidebar, the 'Remove Grade Scale' button is circled in red. The main area shows the same grade scale table as in the previous screenshot. The 'Save' button at the bottom right is also circled in red.

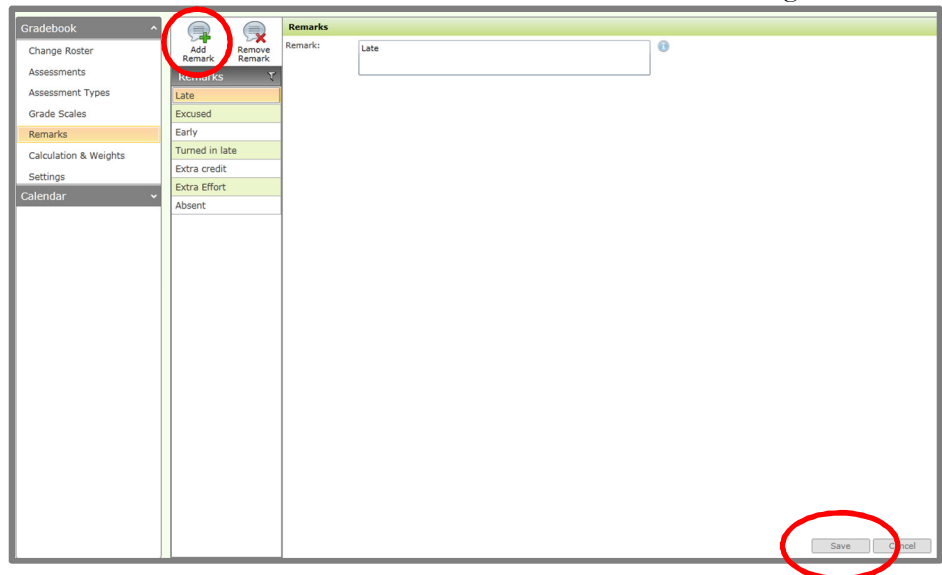
Remarks

Remarks are seen when you are using the **Grade Assessment** view in the **Gradebook** as well as in the reports.



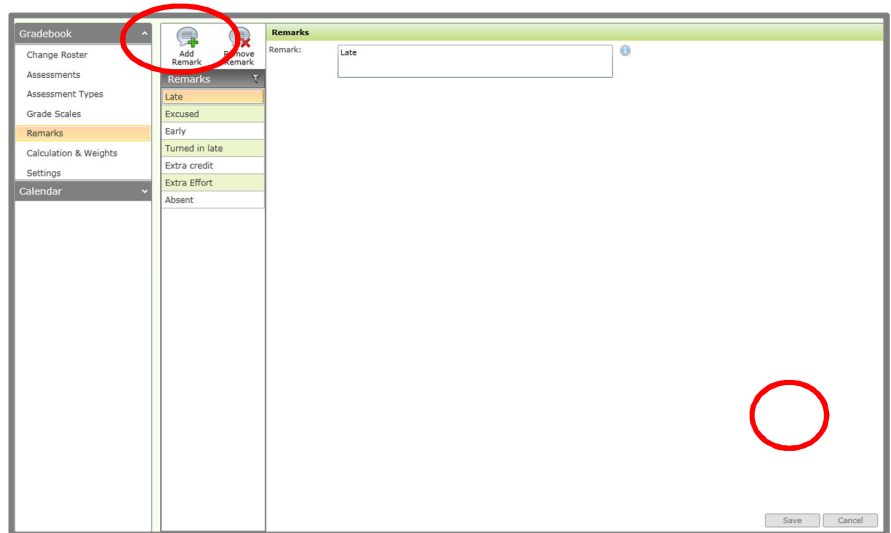
a. Adding Remarks

If you would like to add a new remark to SmarterGrade, click **Add Remark**. On the right side, under the **Remarks** section, enter your information in the Remark field. When finished, click **Save** at the bottom of the page.

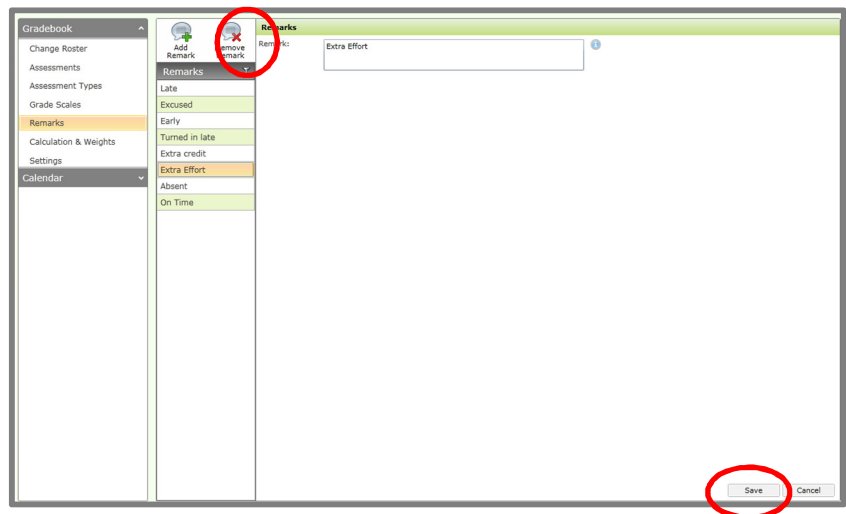


b. Editing Remarks

You can edit a remark by selecting the remark, under the **Remarks** section. When complete, click **Save** at the bottom of the page.

**c. Removing Remarks**

To remove a **Remark** simply select the remark you want to remove and click **Remove Remark** and then click on **Save** at the bottom of the page.



Calculation and Weights

SmarterGrade allows you to change the *Calculation and Weights* for your assessments. In this section you can change the **Default Calculation Method** from **Average** to **Median**.

For the **Grade/Assessment Weighting Method** you can choose from **Assessment Type Weight**, **Equal Weight** and **Weight = Max Score**.

To make any changes simply select the option and then click the **Save** button in the bottom right corner.

The screenshot shows the 'Calculation & Weights' settings window. The sidebar on the left lists various options, with 'Calculation & Weights' currently selected. The main content area is divided into two sections. The first section, 'Default Calculation Method', has two radio button options: 'Average' (which is selected) and 'Median'. The second section, 'Grade/Assessment Weighting Method', has three radio button options: 'Assessment Type Weight', 'Equal Weight', and 'Weight = Max Score' (which is selected). In the bottom right corner of the window, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

Settings

The **Settings** section of *SmarterGrade* allows you to make changes to the **Class Gradebook Settings** and the **Grading Settings**.

For **Class Gradebook Settings** you can choose to have non-numerical grades translated from **Highest**, **Mid-Point**, and **Lowest** when converting to a numerical number (so an A could be translated as 90%, 92.5% or 95%).

Grading Settings will allow you to change if you can **Modify if Over Max** and to **Round Off** averages. If you do make any changes click the **Save** button in the bottom right corner to save your changes.

The screenshot displays the 'Settings' interface of SmarterGrade. On the left, a sidebar menu lists various options: 'Change Roster', 'Assessments', 'Assessment Types', 'Grade Scales', 'Remarks', 'Calculation & Weights', 'Settings' (highlighted), and 'Calendar'. The main content area is titled 'Class Gradebook Settings' and is divided into two sections. The first section, 'Class Gradebook Settings', features three radio buttons: 'Highest', 'Mid Point' (which is selected), and 'Lowest'. The second section, 'Grading Settings', contains two checkboxes: 'Modify if Over Max' (checked) and 'Round Off' (unchecked). In the bottom right corner of the main area, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.